



U.S. Department of Justice
Civil Division

Washington, D.C. 20530

MEMORANDUM

TO: All Civil Division Short-Term Employees

FROM: Martha J. Montague
Transit Subsidy Coordinator

SUBJECT: Transit Subsidy Benefits

Welcome to the Civil Division. As an employee, you are entitled to a transit subsidy benefit. Because your period of employment with the Civil Division is limited, you will receive a one-time benefit prorated according to your end date. Please read this memo and the attached documents carefully.

Eligibility

Eligibility in the Transit Subsidy Program is not based on your first day of work. Eligibility will begin two weeks after the Transit Subsidy Office has received a **complete and accurate** application. Submission of incomplete or inaccurate applications will cause a delay in your eligibility to receive benefits. You should submit your application only after you have provided all information required on the application form. Once again, remember that an incomplete or inaccurate application will delay your receipt of transit subsidy.

For assistance in completing your form, you may make an appointment with Joyce Madoo by sending an email to "Transit Subsidy Coordinator" or calling 202-616-7930.

Address

We need the address where you will be staying during the period of your employment with the Civil Division. We use this information to verify your commuting costs.

Intern Coordinator Signature

If you are a volunteer (i.e., unpaid) intern, note that your office intern coordinator must sign the form before submission. The signature indicates that the office coordinator has verified the number of days you are scheduled to work per month, as well as the projected end date of your volunteer internship.

Confirmation

After we receive your application, we will send you two email messages. The first will simply acknowledge receipt of your application. The second will confirm that your application has been reviewed, approved, and forwarded to the Department of Transportation, which distributes the transit media for us. This message will also state the exact amount of your benefit with an explanation of how that amount was calculated and will give detailed instructions on how, when, and where you may pick up your benefit.

Under no circumstances should you accept more than the amount stated in that email. Should the Department of Transportation offer or distribute any amount other than the amount stated in that email, you must contact us immediately to report the mistake. If you accept a larger benefit than you are entitled to, you will have to pay back the difference later.

Please read the attached documents in their entirety. If, after reading the documents, you have a question, contact Joyce Madoo at 202-616-7930 or send an email to “Transit Subsidy Coordinator.”

Attachments

**Department of Justice
Civil Division
Transit Subsidy Program**

Application Instructions: To apply for a transit subsidy, carefully read and follow the detailed instructions below. Incomplete or incorrect applications cannot be processed and may cause your eligibility into the program to be delayed.

Under the guidelines of the Transit Subsidy Program, the subsidy is based on a commuter's actual costs, not the maximum limit of benefit. Assistance for calculating commuting costs can be found at www.wmata.com. (Click on the "Ride Guide" option.)

**YOUR COMMUTING COST CALCULATION MUST BE WRITTEN
IN PENCIL ON THE BACK OF YOUR APPLICATION FORM:**

If you commute via WMATA subway and/or Metrobus--

- 1) write the **name of the subway station** from which you commute (should be the station nearest your home) and the **name of the subway station** nearest your office
- 2) write the cost of a **one-way trip** from that subway station to the station nearest your office
- 3) multiply this figure by 2 to get your **daily** cost
- 4) if you ride a Metrobus, remember to discount the cost when using a Metrorail transfer
- 5) add your subway and bus (if applicable) costs together
- 6) if you are a **full-time** employee, multiply this figure by 21 to get your **monthly** cost.
If you are a **part-time** or **telecommuting** employee, you should multiply this figure by the number of days per month you are actually scheduled to work.

The sum of this calculation is the amount that should be claimed on the front of your application form.

If you commute via MARC, VRE, commuter bus, or van pool--

Those costs should also be documented in pencil on the back of the application form. Please note, if you are a full-time employee and commute via a transit company which offers monthly passes *which are less expensive than the daily fares*, please claim the monthly, rather than the daily, fare. This method should be documented as "Monthly Fare = \$(fill in the blank)" on the back of the form.

KEEP A COPY OF YOUR APPLICATION FOR FUTURE REFERENCE.

Information: Most of the Transit Subsidy Program's policies and procedures can be found in the attached Frequently Asked Questions document. The Transit Subsidy Office will send email confirmation of receipt of your application. When your application has been approved and forwarded to the Department of Transportation, you will receive a second email which will provide instructions on how, when, and where you can make your first transit subsidy pick up.

Questions? Contact Joyce Madoo at 616-7930 or at transitsubsidycoordinator@usdoj.gov.

TRANSIT SUBSIDY PROGRAM
Frequently Asked Questions
Civil Division, Washington, DC

What is a “transit benefit”?

A transit benefit is an employer-provided fare subsidy that is offered to all eligible employees to encourage the use of mass transportation to and from work.

Why is there a transit benefit program?

The program was established by Presidential Executive Order 13150 in April of 2000. The subsidy is provided pursuant to Public Law 103-172, the Federal Employees Clean Air Incentives Act (5 U.S.C., Section 7905), which is designed to improve air quality, reduce traffic congestion, and conserve energy by encouraging employees to commute by means other than single occupancy motor vehicles.

Who is eligible for a transit benefit in the Civil Division?

Any salaried Civil Division employee or unpaid volunteer employee who uses mass transportation to commute to and from work is eligible. Employees who receive Government-subsidized parking, and any car pool members listed on a car pool application for Government-subsidized parking are not eligible. Contract employees are not eligible.

How much may I receive?

You may receive \$105 per month or your actual commuting cost, ***whichever is lower***, rounded up to the next dollar. Since the transit benefit subsidizes only mass transportation expenses, the cost of parking at Metro lots should not be claimed on your application or factored in when computing your actual monthly commuting costs.

Is the transit benefit taxable?

No, the transit benefit is not taxable and does not have to be reported as income.

How do I use the transit benefit?

Transit benefits are distributed in the form of Metrochek vouchers. These vouchers may be used on the Metrorail system or exchanged to purchase other fare media such as bus or train tickets. For details, visit www.wmata.com and click on “Metrochek” and “Participants.” If you commute via private bus or van service, contact that company directly for instructions on how to convert your fare media.

How do I apply for the transit benefit?

Complete a *U.S. Department of Justice, Civil Division, Transit Subsidy Application* and send it to the Transit Subsidy Coordinator: Martha J. Montague, 1100 L Street, Room 9002. Because we need an original signature, we cannot accept applications sent through email or facsimile. Send your application via tripsheet (pre-addressed copy attached) or deliver it in person.

Is there a deadline for submitting my application?

Applications must be received by the Transit Subsidy Coordinator on or before the 15th day of the month preceding the month you will become eligible. Applications received after the 15th day of the month will be considered for the following month. Applications must be submitted on or before January 15, eligible for the month of January. Applications submitted on or after January 16, eligible for the month of February. Applications must be submitted with a designated delivery deadline, to ensure timely submission.

**SECTION DOES NOT APPLY
TO SHORT TERM EMPLOYEES**

Where and when do I pick up my transit benefit?

When your application has been approved, you will be sent an email with detailed instructions of where, when and how you can make your first pick up. Depending on the date your eligibility commences, you will either make your first pick up onsite at a DOJ/CIV building or at DOT headquarters. On the first day of your eligibility, you will be asked to show your DOJ photo ID (driver's licenses are not acceptable), give the last four digits of your Social Security number, and sign for the transit subsidy. Once you have received your benefit for a given month, you cannot receive any additional transit benefits for that month.

**SECTION DOES NOT APPLY
TO SHORT TERM EMPLOYEES**

What if I am not at work (e.g., on leave or travel) on the distribution date?

You may designate a proxy to pick up your transit benefit, if you wish. If you designate a proxy, we recommend that you choose a trusted colleague who works nearby and is likely to know your schedule. We do not recommend designating your secretary since secretarial assignments are usually transitory. Recipients may designate only one proxy, i.e., if you and your designated proxy cannot make an onsite pick up, you must make the pick up at DOT headquarters. Good communication between you and your proxy should ensure that your benefit is not claimed twice in one quarter. If you miss a distribution date, you must wait until the next distribution date to pick up your benefit. The dates and times of distribution are posted on the DOT website. If you miss the distribution in your designated area, you must wait until the next distribution date to pick up your benefit. If you miss the distribution in your designated area, you must wait until the next distribution date to pick up your benefit.

**SECTION DOES NOT APPLY
TO SHORT TERM EMPLOYEES**

If both you and your proxy are unable to pick up your transit benefit at any of the scheduled distribution dates, you cannot designate an alternate proxy. In these instances, only you (not your proxy) may pick it up at the Department of Transportation, Parking and Transit Benefit Office, 400 7th Street, SW, Plaza Level, Room 206. Directions: take the Blue, Yellow, Orange, or Green line Metro to the L'Enfant Plaza station; use the exit marked 7th and D streets. Enter at the southwest corner of the building. Office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday. You will be asked to show a DOJ photo ID, give the last four digits of your Social Security number, and sign for the transit subsidy. Subsidies not picked up by the close of business on the last day of the month are forfeited for that particular month. For example, the benefit for August is forfeited if it is not picked up by the last business day of August.

I'm a new employee. What if I miss the quarterly distribution, am I still eligible to receive that quarter's distribution?

Yes, you become eligible to receive a prorated portion of the quarterly distribution after submitting your application to the Transit Subsidy Coordinator. Employees whose applications are received on or before the 15th of the month are eligible on the first day of the following month. Employees whose applications are received after the 15th of the month will become eligible the month following. If your application is approved, your application will be forwarded to DOT, and you will receive an email notification. Only you may pick up your transit benefit. You must go to the Transit Benefit Office, 400 7th Street, SW, Room 0327. (See directions above.) You will be asked to show a DOJ photo ID, give the last four digits of your Social Security number, and sign for the transit subsidy. Check with your supervisor before going to pick up your benefit. Once you have received your benefit for a given month, you cannot receive any additional transit benefits for that month.

**SECTION DOES NOT APPLY
TO SHORT TERM EMPLOYEES**

Is there a time limit on my transit subsidy?

While WMATA does not limit the period you may use a Metrochek, there are legal limits on your Government-subsidized transit subsidy. In any given month, you should not use a benefit greater than \$105, the ceiling established by law. If your public transit commuting cost exceeds the monthly limit, then you must pay the difference with your own funds rather than use the Government-provided transit benefit designated for use in a future month. If you leave the Civil Division, as part of your exit process, you are responsible for returning a pro-rated portion of the subsidy you have received that would have been used after your departure. The amount of pro-rated reimbursement will be calculated and an email notice sent to you shortly before your departure.

What should I do if I know that my transit costs are going to increase during the period covered by an upcoming distribution?

Submit a revised transit subsidy application documenting any applicable changes like a new address, commuting routine, and costs. Your revised application must be received by the deadline to become effective in the applicable month. See deadline information detailed above.

You have two options:

**SECTION DOES NOT APPLY
TO SHORT TERM EMPLOYEES**

1) Accept only one increase in your transit subsidy during the quarter. Submit an application form (within deadline) to the Transit Subsidy Coordinator. You will receive detailed instructions on where, when, and how you can pick up your benefit for the remaining month(s) at DOT headquarters. This option allows your increase to take effect one or two months later (which ever is applicable).

2) If you do not want to go to DOT headquarters to make a pick up, you can elect to accept all three months at your present benefit level at an onsite distribution, then submit another application form (within deadline). After your application has been approved, you will receive confirmation that the increase will take effect at the beginning of the next quarter. This option saves a trip to DOT headquarters but postpones the date your increase takes effect.

Once you accept your transit subsidy for a particular month, you cannot receive any additional benefits for that particular month. For instance, if your commuting costs increase during the second or third month covered by an upcoming distribution, you cannot accept the transit subsidy for those months at your current level and then receive an additional amount (covering the increase).

What if I plan to leave the Civil Division, or stop commuting by public transportation, during the period covered by an upcoming distribution?

If you know that you will be leaving the Civil Division or will otherwise become ineligible to receive a transit benefit during the period covered by an upcoming distribution, you should request and accept the specific amount of the benefit to cover your costs up to your date of departure/ineligibility. You can always accept less than the full amount of your transit benefit at any distribution. In the case where a recipient knows that he/she will be leaving the Division or the Transit Subsidy Program in the near future, reducing the amount of benefit received at a distribution can reduce or eliminate the amount that must be refunded back to the Division.

What if my normal commute sometimes involves a place other than my residence?

The Executive Order establishing the Transit Benefit Program allows the transit subsidy to be provided for costs incurred in commuting between an employee's residence and his/her work place. The only exception is when an employee's normal commute would involve a location other than his/her residence, **and** the costs incurred in this commuting pattern would be less than or equal to the cost of commuting to/from that employee's residence. The total amount of an employee's benefit cannot exceed the cost of commuting to and from his/her residence.

What if I lose my Metrocheks?

Metrocheks that are lost will not be replaced by the Government. WMATA offers SmarTrip™ Cards which can be replaced if lost or stolen. For more information on this offer, visit www.wmata.com.

I have more questions, where can I find the answers?

Additional information may be found by visiting the Washington Metropolitan Area Transit Authority's website at www.wmata.com or telephone 202-637-7000 (general information) and 202-962-1326 (Metrochek information). You may also contact the Civil Division's Transit Subsidy Office at TransitSubsidyCoordinator@usdoj.gov or telephone 202-616-7930.



U. S. DEPARTMENT OF JUSTICE
CIVIL DIVISION
TRANSIT SUBSIDY APPLICATION

INTERN

Applicant Information

(Please print clearly or type. Use blue or black ink. All information requested MUST be provided.)

Last Name _____ First Name _____ MI _____

Home Address _____

City _____ State _____ Zip Code _____

Office (Check one):

| | | | |
|---|--|---|--|
| <input type="checkbox"/> Appellate | <input type="checkbox"/> Aviation & Admiralty | <input type="checkbox"/> Constitutional Torts | <input type="checkbox"/> Consumer |
| <input type="checkbox"/> Environmental Torts | <input type="checkbox"/> Federal Programs | <input type="checkbox"/> Financial | <input type="checkbox"/> Foreign |
| <input type="checkbox"/> Fraud | <input type="checkbox"/> FTCA | <input type="checkbox"/> Immigration | <input type="checkbox"/> Intellectual Property |
| <input type="checkbox"/> Management Programs | <input type="checkbox"/> National Courts | <input type="checkbox"/> OAAG | <input type="checkbox"/> Torts - Tobacco |
| <input type="checkbox"/> Torts - New York, NY | <input type="checkbox"/> Torts - San Francisco, CA | | |

Building (where you work. You may claim your benefit at any distribution location.):

| | | | |
|---|---|---|--|
| <input type="checkbox"/> 20 Massachusetts Avenue | <input type="checkbox"/> 1100 L Street | <input type="checkbox"/> 1425 New York Avenue | <input type="checkbox"/> San Francisco |
| <input type="checkbox"/> Natl Place/Natl Press/1440 NY Avenue | <input type="checkbox"/> Patrick Henry Building | <input type="checkbox"/> Main - RFK | <input type="checkbox"/> New York City |

GS Grade Level _____ Work telephone # (_____) _____ Last 4 digits of your SSN _____

Check one:

☐ I am not currently a participant in the Civil Division's Transit Subsidy Program. This is the first application form I have submitted.

☐ I am already a participant in the Civil Division's Transit Subsidy Program. I am submitting this form to update/change my previous information.

Volunteer Interns:

All VOLUNTEER interns must obtain the signature of their office coordinator to verify the below information.

_____ # workdays scheduled per month _____ projected last day of work
Office Coordinator's Signature _____

Modes of transportation to be used to and from workplace (Check as many as applicable.)

☐ Bus ☐ Subway ☐ Train ☐ Light Rail ☐ Ferry ☐ Van Pool ☐ Other (Explain on back.)

Please identify the name of the transit company/system you intend to use. _____

Prior to applying for this benefit, did you use some form of mass transit? (Check one) ☐ Yes ☐ No

Employee Certification

WARNING: This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal.

I certify that I am employed by the U. S. Department of Justice, Civil Division.

I certify that I am eligible for a transit benefit, will use it for my daily commute to and from work, and will not give, sell, or transfer it to anyone else.

I certify that I do not receive a Government-subsidized parking pass, nor am I listed as a currently active member of a car pool which receives Government-subsidized parking.

certify that in any given month, I will not use the Government-provided transit benefit in excess of the legal limit. If my commuting costs per month on public transit exceed the monthly limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.

I certify that I will not accept a transit benefit, computed by month, which exceeds my monthly commuting costs (rounded up to the next highest dollar).

I certify that my usual monthly commuting costs are \$ _____

NOTE: Commuting costs MUST be documented on the reverse side of this form. See instruction sheet for directions.

I certify that I have read and understand the eligibility requirements described above and that the information I have provided is true and correct.

Employee Signature _____ Date _____

Transit Subsidy Coordinator Authorization

Transit Subsidy Coordinator Signature _____ Date _____

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other Federal agencies of Government-assigned parking to ensure consistency with mode of transportation checked.

Rev. USDOJ/CIV 6/15/2006

CIVIL DIVISION TRIPSHEET

Please fill in all blanks.

| | | |
|--|--|---|
| Sender's Special Instructions and Deadline Information (date/time): | | |
| P I C K U P F R O M | Name | Telephone Number |
| | Organization | |
| | Address | Room Number |
| D E L I V E R T O | Name <div style="text-align: center; font-size: 1.2em;">Transit Subsidy Coordinator</div> | Telephone Number <div style="text-align: center; font-size: 1.2em;">616-7930</div> |
| | Organization <div style="text-align: center; font-size: 1.2em;">CIV/OMP/OA</div> | |
| | Address <div style="text-align: center; font-size: 1.2em;">1100 L Street</div> | Room Number <div style="text-align: center; font-size: 1.2em;">9027</div> |
| ***** FOR MAIL ROOM USE ONLY ***** | | |
| Messenger's Signature | | |
| Problems with Pick-up/Delivery | | |
| Overtime Information: Authorization received from _____ Driver's/Messenger's signature _____ No. of hours worked _____ Time mail rec'd _____ Time mail delivered _____ | | |
| Recipient's Signature (Required) | | Date/Time Received (Required) |